

*Official copies of these procedures are maintained at this website.  
Before using a printed copy, verify that it is the most current  
version by checking the document issue date on this website. Signed  
copies of these official procedures are maintained at the Training Office.*

## C-A OPERATIONS PROCEDURES MANUAL

### ATTACHMENT

#### 9.1.16.d Removal of C-A RS LOTO By Others

C-A OPM Procedures in which this Attachment is used.

|        |  |  |
|--------|--|--|
| 9.1.16 |  |  |
|        |  |  |
|        |  |  |

#### Hand Processed Changes

| <u>HPC No.</u> | <u>Date</u> | <u>Page Nos.</u> | <u>Initials</u> |
|----------------|-------------|------------------|-----------------|
| _____          | _____       | _____            | _____           |
| _____          | _____       | _____            | _____           |
| _____          | _____       | _____            | _____           |

Approved: \_\_\_\_\_  
Signature On File  
Collider-Accelerator Department Chairman  
\_\_\_\_\_ Date

E. Lessard, K. Reece

C-A-OPM-ATT 9.1.16.d (Y)

Revision 02  
April 24, 2000

### REMOVAL OF C-A RS LOTO BY OTHERS<sup>a</sup>

1. Requester \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
2. Name on Lock/Tag \_\_\_\_\_ Lock Number \_\_\_\_\_  
RS Tag Number \_\_\_\_\_
3. Reason For Removal ( including if equivalent RS LOTO has been applied)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Person Releasing Key \_\_\_\_\_
5. Radiation Safety Committee Member \_\_\_\_\_ Life No. \_\_\_\_\_
6. Authorized Person<sup>b</sup> \_\_\_\_\_ Life No. \_\_\_\_\_
7. Authorized Person<sup>b</sup> \_\_\_\_\_ Life No. \_\_\_\_\_
8. Authorized Person<sup>b</sup> completes the following:
  - 8a. \_\_\_\_\_ I have reviewed the reasons for applying the RS LOTO and any "Special Removal Instructions" noted on the RS LOTO Log Sheet, ([C-A-OPM-ATT 9.1.16.b](#))
  - 8b. \_\_\_\_\_ RS LOTO removed by \_\_\_\_\_ with telephone authorization from \_\_\_\_\_ who was the originator of the tag.
9. Radiation Safety Committee Member Completes the Following, (may be completed via telephone):
  - 9a. \_\_\_\_\_ I have reviewed the reasons for applying the RS LOTO and any "Special Removal Instructions" noted on the RS LOTO Log Sheet, ([C-A-OPM-ATT 9.1.16.b](#))
  - 9b. \_\_\_\_\_ An attempt to contact the originator of the RS LOTO was made
  - 9c. \_\_\_\_\_ A message was sent to the originator (and supervisor) of the RS LOTO.
  - 9d. \_\_\_\_\_ Authorization to remove RS LOTO granted.

#### **Instructions for Completing this Form:**

<sup>a</sup> If the originator of the RS LOTO can be contacted, then complete items # 1 through 4, and item # 8 on this form. (Note that only one person is required to perform this removal in this case.)

\* If the person who originated the LOTO cannot be contacted, then complete items #1 through 7 and item #9.

<sup>b</sup> Trained liaison physicist, (LP), liaison engineers (LE), members of the Radiation Safety Committee (RS), Operations Coordinator and member of the Safety Systems Group.

C-A-OPM-ATT 9.1.16.d (Y)

Revision 02  
April 24, 2000